

# **TGMI Steering Committee Meeting**

**December 6, 2016**

**Andrew Jackson Building, Room 225**

Quorum: Yes

## **Opening**

The regular meeting of the TGMI Steering Committee was called to order at 3:10 p.m.

## **Attendance**

Michelle Smith, Chair – Present  
Marcus Dodson, Vice Chair – Present  
Vicky Hutchings, Past Chair – Absent  
Jason Seay, Present Class President – Present  
Shelley Walker, Present Class Steering Committee Member – Present  
Lori Hedge, Past Class Steering Committee Member – Absent  
Doug Willis, Past Class President – Absent  
Cynthia Stewart, Member at Large (Year 2) – Present (phone)  
Nneka Norman-Gordon, Member at Large (Year 2) – Absent  
Cyndi Taylor, Member at Large (Year 1) – Present (phone)  
Julie Brindle, Member at Large (Year 1) - Present  
Trish Holliday, DOHR Ex-Officio– Absent  
Antonio Meeks, DOHR representative – Present (phone)  
Tresa Jones- Present (phone)  
Michelle Hamblen– Absent  
April Romero– Absent

## **Call to Order/Welcome: Michelle Smith**

Meeting was called to order at 3:10 p.m. and all participants were identified.

## **Secretary Report: Cyndi Taylor**

The November meeting minutes were approved (Motion to approve- Michelle Smith, Second- Vicky Hutchings).

## **Treasurer's Report- Cynthia Stewart**

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**Previous Balance 11/1/16: \$753.48**

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**Deposits/Credits: \$0**

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**Pending Withdrawals/Debits: \$82.63 12/6/16 (CK# 1065-Southern Trophy)**

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**Balance on 12/6/16: 670.85**

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## **Sub-Committees Reports**

### Charter Committee Update (Michelle Smith)

The election results were extremely close. All candidates have been notified of the results. The final results will be announced Friday and the annual business meeting.

### Communications Update (Marcus Dodson)

The final newsletter of the year will be sent out next week and will contain pictures from the annual meeting/breakfast. The 2017 Steering Committee will also be announced in the newsletter.

After the first of the year, the Committee needs to look at who needs access to EventBrite and the TGMI steering committee mailbox and how we want to utilize it to communicate to alumni.

#### Community Service Update (Cynthia Stewart)

The only remaining community service event remaining for 2016 is the Second Harvest food collection at the annual meeting/breakfast. Cynthia is in charge of the count. Jason and other volunteers will help count the donated food. The official count will end at 8:15.

#### Business Events Update (Jason Seay)

Invoices for the annual meeting will be ready on Friday. We will have one conference room (\$155). Other costs include a \$49 for white table cloths (\$7 per table). There will be 7 round tables. The \$20 per attendee covers the \$11/ person meal. Any remaining funds from ticket sales will be donated to St. Jude. We will also have jars available for attendees to donate to both St. Jude and the East Tennessee fires. The room cannot be decorated until 7:00 AM Friday morning.

The meeting agenda is as follows:

- Inspirational moment/prayer: Melvin
- Commissioner Hunter
- Trish Holliday
- Business Meeting
  - a) Michelle Smith
  - b) Passing of the gavel to Marcus
  - c) Announcement of the 2017 Steering Committee

The committee reports will be handed out. If you haven't submitted one, please do so. If anyone has any additional door prizes, please let us know.

#### Education Development Update (Marcus Dodson)

- A Lunch-n-Learn is scheduled for December 14<sup>th</sup>.
- The first four months of 2017 are planned.

#### Social Events Update (Doug Willis)

Doug was not present to provide an update.

### **Old Business**

There was no old business discussed.

### **New Business**

#### **Upcoming Events**

- December 9<sup>th</sup>: Annual Meeting
- December 14<sup>th</sup>: Lunch-n-Learn

## **Adjournment**

Meeting was adjourned at 3:57 p.m. by Michelle Smith. The Annual meeting will be December 9, 2016 at Second Harvest.

Minutes submitted by: Cyndi Taylor